



**STATE OF NEW JERSEY
DEPARTMENT OF CORRECTIONS**

**COMMUNITY-CENTERED RESPONSIBLE FATHERHOOD
EX-PRISONER REENTRY PILOT PROJECT**

EMPLOYMENT SERVICES FOR REINTEGRATING OFFENDERS

NOTICE OF GRANT OPPORTUNITY

Announcement Date: November 5, 2012

Application Due Date: December 3, 2012

**Gary M. Lanigan
Commissioner**

**COMMUNITY-CENTERED RESPONSIBLE FATHERHOOD
EX-PRISONER REENTRY PILOT PROJECT**

EMPLOYMENT SERVICES FOR REINTEGRATING OFFENDERS

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COMMUNITY-CENTERED RESPONSIBLE FATHERHOOD EX-PRISONER REENTRY PILOT PROJECT

EMPLOYMENT SERVICES FOR REINTEGRATING OFFENDERS

Take Notice that in compliance with N.J.S.A. 52:14-34.4 et seq. (P.L. 1987, c.7), the Department of Corrections hereby publishes a notice of the availability of the following grant:

Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project - Employment Services for Reintegrating Offenders

A. Information for Bidders (Background)

A majority of offenders are released from the New Jersey Department of Corrections (NJDOC) without the benefit of post-release parole supervision and case management. A good portion of these sentence completion, or “max-out” offenders, have unaddressed drug and/or alcohol treatment issues, lack employment and housing opportunities, have tarnished familial relationships, and leave prison without access to post-release treatment services. They are returning to their communities, and, more importantly, to their families, who may or may not be prepared for the presenting reentry adjustment.

In an effort to further address these issues, a program titled “*Engaging the Family in the Recovery Process for Max-out Offenders: A Community Centered Approach*” is funded by a Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project Grant. The grant was awarded to the NJDOC by the U.S. Department of Health and Human Services, Administration for Children and Families (ACF). The underlying foundation of the program is the engagement of the family as partners in three essential reentry steps. These steps include: a) the pre-release reentry preparation of the offender in the areas of relationships, parenting, child support, substance abuse, financial literacy; b) the case management navigation of the initial post-release period; and c) the link to and integration with community-based partners.

Critical to the success of this project will be the collaboration with, and linkages to, community-based partners. The NJDOC will utilize its existing formal partnerships with several state and local public and private agencies in order to address the needs of the offenders pre- and post-release. These partnerships include the state’s Office of Child Support Services, the state’s Substance Abuse Authority, the local county boards of social services, and a host of non-profit

community providers. Through this competitive Notice of Grant Opportunity (NGO), the NJDOC seeks eligible agencies for employment placement services for reintegrating offenders in the “Engaging the Family” program.

The proposed target population is state-sentenced adult inmates who will be released from prison at the expiration of their sentence and reenter the community without the benefit of post-release parole supervision. The population must also have children who are minors and have a partner (e.g. spouse, committed partner or co-parent) who can participate in the pre-release relationship strengthening, parenting, and financial literacy curriculum components of the program.

The “Engaging the Family” program shall strive to serve a total of two hundred (200) unduplicated offender participants annually. Of the 200 offender participants, it is projected that 150 annually will transition to the post-release component of the program and shall be eligible to receive employment services. Participants will be returning to communities throughout the State of New Jersey. The New Jersey service area will be divided into three regions; Northern, Central and Southern. Although the NJDOC will attempt to divide the participants equally between each region, the NJDOC is unable to determine the exact number of participants who will return to each region and/or county within the region. The total served is also based on the number of voluntary participants who register for the program.

B. Important Dates

- NGO release date: **November 5, 2012**
- End of question period: **November 12, 2012**
- All questions and answers posted on the NJDOC Web site: **November 19, 2012**
- Proposal closing date: **December 3, 2012**
- Notification of contract award(s): **December 17, 2012**
- Subgrant period: **January 1, 2013 – September 29, 2013**

C. Eligible Organizations

In order to be eligible for consideration, agencies must be a non-profit corporation duly registered to conduct business in the State of New Jersey. Government entities are also eligible to respond to the competitive grant opportunity. The applicant’s facilities shall be located within the geographic region for which they are proposing to render services.

Although the “Engaging the Family” program serves participants from counties across the state, for efficient operation, the counties served in each region shall be those with the highest concentration of participants.

The regions are divided into Northern, Central and Southern, as follows:

Northern Region – Essex, Hudson, Passaic and Union counties

Central Region – Burlington, Mercer, Monmouth and Ocean counties

Southern Region - Atlantic, Camden, Cumberland, and Gloucester counties

The NJDOC may request that the subgrantee allow an offender to participate in the agency’s services although their county of residence is not included in the list above.

A total of up to three (3) subgrants will be funded under this program. Each applicant agency must propose to provide employment services for all offenders who will reside in the region for which the application is submitted, as defined above. However, if a statewide organization maintains facilities in all three regions identified above, one application may be submitted. In addition, collaboration between eligible organizations is permissible. If a collaboration is proposed, one organization must be identified as the lead and retain primary fiscal and reporting responsibility for the subgrant.

D. Scope of Work

D1. Overview

Research has consistently shown that employment is a deterrent to recidivism and that the ex-offender population has many employment barriers that make it difficult to return to the workforce without assistance to overcome those barriers. The NJDOC’s Office of Drug Programs (ODP) seeks to both increase the opportunities for ex-offenders to obtain and retain gainful employment and to better prepare them for employment in the future. ODP is seeking comprehensive employment services for “Engaging the Family” program participants upon release, including: pre-employment preparation and soft-skills development, career counseling, employment placement assistance, and job coaching.

Through the “Engaging the Family” program, two NJDOC case managers (funded separately from this NGO) will serve as the NJDOC liaisons with the subgrantee agency(ies) and will maintain contact with the offender participant and family for up to six months post-release.

Prior to release, each offender participant will be given an individualized discharge plan that lists referrals that are specific to their needs and city, town or county of residence. This will include a referral to the respective subgrantee agency. The NJDOC will provide the offender participant with a minimal level of pre-employment preparation aside from these referrals. Money management topics are covered in the pre-release, financial literacy curriculum completed by each offender participant.

The NJDOC case managers will establish and maintain bi-weekly telephone contact with the offender participant and family member(s) for up to six (6) months to provide support. The case managers will also maintain a list of support agencies and refer offender participants and their family members, as requested, to those agencies that can provide an array of services in areas including, but not limited to: family counseling, parenting, substance abuse counseling/treatment, domestic violence services, social services, and education. The case managers will also schedule appointments as needed for support services for the offender participant and his family member and children who are minors.

Since program implementation in October 2011, there have been 65 offender participants. The average age for these individuals is 30.5 years old. Fifty-two reported their level of education, of which the 11th grade was the average grade level completed. Only 24 offenders reported having obtained their General Equivalency Diploma (GED). Of the 65 offenders, 34 reported needing assistance obtaining a job upon release from prison. Only 43% of the offenders had a job before prison, and 18.5% reported having a job available to them once they are released. When asked about employment interests, several responses included: auto repair, cooking, construction, computer work, counseling, driving, and maintenance.

D2. Task Description

1) The subgrantee agency(ies) must offer pre-employment preparation and soft skills services to prepare ex-offenders to obtain and retain employment.

Potential steps to achieve this goal include, but are not limited to:

- Registration at the One-Stop Career Center
- Resume and cover letter writing
- Career exploration
- Skill(s) assessment
- Employability plan development

2) The subgrantee agency(ies) must be able to link ex-offenders to employment opportunities.

Potential steps to achieve this goal include, but are not limited to:

- Coordinate efforts with businesses, faith-based organizations, local One-Stop Career Centers, and/or other employment service providers for the ex-offender population.
- Utilize incentives to employers to support the employment of ex-offenders, such as the Federal Bonding Program and Work Opportunity Tax Credits.

3) The subgrantee agency(ies) must work collaboratively with the “Engaging the Family” program post-release case manager(s) throughout the entire process.

- The case manager(s) shall notify the respective agency(ies) seven (7) days prior to the release of an offender.
- There shall be monthly face-to-face meetings between a representative(s) of the subgrantee agency(ies), the case manager(s), and the “Engaging the Family” program coordinator or designee.
- The subgrantee agency(ies) shall contact the case manager(s) via e-mail within 3-5 days of a non-compliance issue.

4) The subgrantee agency(ies) shall meet with ex-offenders within 3-5 days after their release for an orientation/assessment of each participant.

- The agency(ies) shall conduct an orientation for all participants to describe the program and provide a realistic picture of the job market.
- The agency(ies) shall conduct an assessment of the skills and weaknesses of each participant, and provide a plan on how to utilize strengths and address needs.

5) The subgrantee agency(ies) shall provide case management services to each participant to secure gainful employment.

Potential steps to achieve this goal include, but are not limited to:

- Provide assistance in filling out job applications.
- Assist in posting resume on electronic job boards.
- Refer each participant to employment seminars that will assist in improving interview skills and business etiquette, and other such topics.
- Refer and/or accompany the participants to job fairs.
- Encourage each participant to explore volunteer opportunities.

6) The subgrantee agency(ies) shall provide job coaching once the ex-offender has secured employment.

7) The subgrantee agency(ies) shall provide monthly documentation of critical information necessary for monitoring and program evaluation reporting.

D3. Fee for Placement Services

The subgrantee agency(ies) will be responsible for providing employment skills assessment, pre-employment preparation, employment placement assistance/case management, and job coaching for retention. The maximum funding for employment placement services for each participant is \$2,000 and shall be payable on the following fee-for-service and benchmarks schedule:

150 PARTICIPANTS; \$2,000 MAX PAYMENT PER PARTICIPANT; \$22,500 FOR CLIENT SERVICES.*

<i>Payment Benchmarks Worksheet</i>					
Benchmark	Percent of client fixed fee	Number of participants expected to reach this benchmark	Payment per individual achieving this benchmark	Maximum benchmark earning potential	Maximum cumulative earnings if 100% of participants reach each goal
Assessment / Case management	20 %	150 (100% of part.)	\$400	\$60,000	\$60,000
Job placement with 30 day retention	30 %	90 (60% of part.)	\$600	\$54,000	\$90,000
60 day retention	25 %	72 (80% placed)	\$500	\$36,000	\$75,000
90 day retention	25 %	63 (70% placed)	\$500	\$31,500	\$75,000
Maximum payment benchmarks if all goals are met	100 %		\$2,000	\$181,500	\$300,000
Based on 150 participants					
				OTHER SERVICES	\$22,500
				TOTAL	\$322,500

*The \$22,500 for client services would be used for specific client services to assist selected individuals in securing and maintaining employment. Client services may include assistance such as bus passes, identification, interview attire, etc.

E. Availability of Funds

The total available funding is \$322,500 for services in the Northern, Central and Southern regions of New Jersey. The contract period will be January 1, 2013 – September 29, 2013. Future budget periods arising from subgrant extensions will be based upon approximately \$322,500 in additional funding for each twelve-month period or pro-rated accordingly for periods of less than twelve months.

Payment to the subgrantee agency(ies) will be cost reimbursement only. No advance of funding will be allowable. On a monthly basis, the subgrantee agency(ies) shall request funds from the NJDOC based upon services rendered, benchmarks achieved, and expenditures for client services during the preceding month. By the 10th calendar day of each month, the subgrantee agency(ies) will submit a State of New Jersey Payment Voucher, an invoice and a detailed monthly activity report to request payment under the subgrant. The monthly activity report will list all the activities of the program, such as employment preparation activities and placement activity. Documentation on placement activity shall include the location of referral and job placement to job opportunities, as well as interaction with the One-Stop Career Centers.

The subgrantee agency(ies) shall recognize and agree that both the initial provision of funding and the continuation of such funding under the agreement are expressly dependent upon the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated by the Legislature or Congress or are otherwise unavailable, the NJDOC reserves the right to terminate the subgrants upon written notice to the subgrantee agencies. Said termination shall not be deemed a breach of contract by the NJDOC or an event of default. Should such an event occur, the subgrantee agency(ies) shall be entitled to compensation of all satisfactory and authorized services completed as of the termination date. Upon such termination, the subgrantee agency(ies) shall have no right to recover from the NJDOC any actual, general, special, incidental, consequential, punitive or any other damages whatsoever of any description or amount. In addition, future funding shall not be anticipated from the NJDOC beyond the duration of the award period set forth in the subgrant, and in no event shall the subgrant be construed as a commitment by the NJDOC to expend funds beyond the expiration date.

F. Application Format

The application shall be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins. Pages should be numbered “1 of x,” “2

of x,” etc.

The application shall describe the general approach to accomplishing the tasks outlined in the scope of work. Proposals shall be formatted in the following four sections in the order given:

1) Applicant Organization

- The applicant shall state the address of the agency as well as the geographic area(s) served by the agency.
- The applicant shall describe the mission of the agency and a brief description of its history, including the date of incorporation.
- The agency’s Data Universal Numbering System (D-U-N-S) number should be provided.
- Include a description of the organization’s governance structure and its administrative, management and organizational capacity to enter into a subgrant with the NJDOC. Indicate the total number of employees.
- The applicant shall describe the organization’s ability to provide the services outlined in the scope of work, including experience providing employment services.
- Information on current programs managed by the organization, including any state agency contracts should be indicated.
- The populations currently served by the agency, i.e., youth, adults, seniors, etc., should also be indicated.
- Any prior and/or current experience facilitating services for ex-offenders shall be described, if applicable.
- Include a copy of proof of non-profit status with the application.

Subcontracting:

- If the applicant proposes to subcontract a portion of the project, the agency or entity shall be named and the nature of the subcontract shall be provided.
 - Note that the NJDOC will require submission of a copy of a conflict of interest policy, which must be substantially similar to that which is required pursuant to section 501(c) (3) of the Internal Revenue Code and available from the IRS as Appendix A to the instructions for Form 1023 at <http://www.irs.gov/instructions/i1023/ar03.html> for review and approval, within 30 days of subgrant award.
 - For all decisions made by the subgrantee regarding the decision to subcontract and the selection of the subcontractor, the subgrantee must demonstrate

compliance with the conflict of interest policy.

2) Program Approach

- Describe the planned organizational structure of the program, including the management of the program and plan for supervision of staff.
- Include a table of organization.
- If a portion of the program will be subcontracted, the applicant must indicate the subcontract agency or entity's role in the provision of services. The coordination of services and collaboration between the applicant and the proposed subcontractor should be clearly described.
- Provide information on key individuals who will be involved in the project and staffing qualifications.
- Discuss the experience of key individuals in employment services, case management, conflict resolution, and a general understanding of the needs of the ex-offender client.
- In addition, the organization shall demonstrate a strong familiarity with available resources, and the dynamics, culture and socio-economics of the community in which it serves.
- Include a list of backup staff that may be called upon to assist or replace primary individuals assigned. Backup staff must be clearly identified as backup staff.
- All applications must address the program approach to the tasks outlined in the scope of work including pre-employment preparation and soft skills services, assessment, placement assistance/case management, and job coaching.
- Specifically describe how each service will be provided, including the planned methods and activities to be employed in their delivery.
- A time line for the delivery of each service and outcomes must be included.
- Proximity of the agency to public transportation should be addressed as well as transportation assistance, if applicable.
- The application must also address the use of client services funding that is available through this NGO and how it will be utilized to further assist program participants in gaining and retaining employment.
- Describe collaborations with community agencies, including services or resources that will be accessed for the program participants that are supported through other funding sources.

- Discuss the approach that will be utilized to create and foster appropriate rapport and relationship building with the program participants to increase their willingness to participate in services.
- Discuss the criteria for transitioning participants upon successful program completion. Also indicate the process for negatively terminating participants.
- Any anticipated difficulties with the tasks as described by this NGO should be included.

3) Performance Measures

The NJDOC ODP is required to provide both quarterly and semi-annual reports to the U.S. Department of Health and Human Services, ACF, on performance measures. As such, the subgrantee agency(ies) shall be required to report monthly to the NJDOC on measures including, but not limited to:

- number of offenders who reported to the agency for an initial post-release interview
- number of offenders who gained employment during the reporting period
- number of offenders who have maintained employment for 30 days
- number of offenders who have maintained employment for 60 days
- number of offenders who have maintained employment for 90 days

The final performance measures have not been released to the NJDOC by the ACF. Once they are available, the NJDOC Office of Drug Programs will create a report template for the subgrantee agency(ies) to complete on a monthly basis. This will ensure that the subgrantee agencies are recording and reporting the same performance measurement data and that the data is consistent with the reporting requirements imposed on the NJDOC for evaluation of the project. Monthly reports are required in Microsoft (MS) Word and MS Excel programs, and all reports must be mailed and electronically sent to the NJDOC, as required.

Applicants shall include the following information on performance measurement reporting:

- Strategy for tracking performance measures relevant to each offender participant
- Agency's ability to track and report program outcome, participant data and monthly activity, including ownership of a sufficient management information system (MIS) to report results

4) Budget and Budget Narrative

The maximum number of participants that can be served by the applicant agency(ies) shall be included in the budget and budget narrative. The fixed client fee for service must be consistent with the Payment Benchmarks Worksheet on page 8. In addition to the total cost for client fees, the budget and budget narrative shall include a description of the proposed client services (i.e., bus passes, identification, interview attire) to be funded with client services funds and a basis of calculation. The NJDOC will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services.

To demonstrate the applicant's capacity to administer the grant on a reimbursement basis, applicants must submit complete financial statements for the three most recently completed fiscal years. Public government agencies are exempt from this requirement.

G. Selection Criteria

Selection criteria will be based upon the following and in this order of importance:

- Applicant agency's qualifications.....25%
- Program service design35%
- Completeness of the proposal.....15%
- Budget summary and budget narrative.....15%
- Applicant agency's experience in similar work.....10%

H. Insurance

The subgrantee agency(ies) shall secure and maintain in force for the term of the subgrant liability insurance as provided herein. The subgrantee agency(ies) shall provide the State of New Jersey with current certificates of insurance for all coverages and renewals thereof, naming the State of New Jersey as an Additional Insured and shall contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty days written notice to the NJDOC, Grants Management Unit.

The insurance to be provided by the subgrantee agency(ies) shall be as follows:

Comprehensive General Liability Insurance or its equivalent: The minimum limit of liability shall be \$1,000,000 per occurrence as a combined single limit for bodily injury and property damage. The above required Comprehensive General Liability Insurance policy or its equivalent

shall name the State, its officers, and employees as Additional Insureds. The coverage to be provided under these policies shall be at least as broad as that provided by the standard basic, unamended, and unendorsed Comprehensive General Liability Insurance occurrence coverage forms or its equivalent currently in use in the State of New Jersey, which shall not be circumscribed by any endorsement limiting the breadth of coverage.

Automobile Liability Insurance: Automobile liability insurance shall be written to cover any automobile used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1,000,000 per occurrence as a combined single limit.

Worker's Compensation and Employers Liability: Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employers Liability Insurance shall be maintained with limits not less than:

Bodily Injury, Each Occurrence: \$1,000,000

Disease Each Employee: \$1,000,000

Disease Aggregate Limit: \$1,000,000

Professional Liability Insurance: When it is common to the agency's profession to do so, the subgrantee agency(ies) shall carry Errors and Omissions, Professional Liability Insurance and/or Professional Liability Malpractice Insurance sufficient to protect the subgrantee agency(ies) from any liability arising out the professional obligations performed pursuant to the requirements of the subgrant. The insurance shall be in the amount of not less than \$5,000,000 and in such policy forms as shall be approved by the State. If the agency has claims-made coverage and subsequently changes carriers during the term of a subgrant, it shall obtain from its new Errors and Omissions, Professional Liability Insurance and/or Professional Malpractice Insurance carrier an endorsement for retroactive coverage.

I. Audit Requirements

Examination in the form of an audit shall be conducted by qualified individuals who are sufficiently independent of those who authorize the expenditure of subgrant funds to produce unbiased opinion, conclusions, or judgments. These audit examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the subgrant and the accounts and that financial

reports fairly present the results of the subgrantee agency(ies) operations. The NJDOC will require submission of the subgrantee(s) annual organization-wide audit. Audits shall be conducted in accordance with generally accepted accounting principles and government auditing standards. The audit of the subgrantee(s) must be in accordance with the applicable regulations (and their subsequent revisions) as follows:

- 1) Federal OMB Circular A-133 Revised, Audits of States, Local Governments and Non-profit Organizations.
- 2) U.S. Government Accountability Office, Government Auditing Standards.

At any time during the contract term, the subgrantee agency(ies) overall operations, its compliance with specific subgrant provisions, and the operations of any subcontractors engaged by the subgrantee agency(ies) may be subject to audit by the NJDOC.

Whether or not such audits are conducted during the subgrant term, a final financial and compliance audit of subgrant operations, including the relevant operations of any subcontractors, may be conducted after subgrant termination or expiration. A subgrantee is subject to audit up to five years after termination or expiration of a subgrant. If any audit has been started but not completed or resolved before the end of the five-year period, a subgrantee continues to be subject to audit until it is completed and resolved.

The subgrantee(s) shall agree to assure timely and appropriate resolution of audit findings and recommendations.

J. Subgrant Award and Term

The subgrant shall be awarded with reasonable promptness by written notice to that responsible applicants(s) whose proposal meets the aforementioned specifications and will be most advantageous to the State, price and other factors considered. NJDOC staff may request a site visit to the applicant(s) agency prior to awarding the subgrant(s). The subgrant(s) will be in effect for nine months.

The subgrant period may be renewed for an additional 12-month period, or fraction thereof, dependent upon the availability of funds and the performance of the subgrantee agency(ies).

K. Instructions for Submitting Questions

Questions regarding this Notice of Grant Opportunity cannot be accepted via telephone.

Questions may be faxed or e-mailed prior to the end of the question period, to:

New Jersey Department of Corrections

Attn: Therese Matthews

P.O. Box 863

Whittlesey Road

Trenton, NJ 08625-0863

Fax: 609-633-2112

E-mail: therese.matthews@doc.state.nj.us

All questions and answers will be posted on the NJDOC Web site.

L. Instructions for Submitting Applications and Submission Deadline

The NGO will be posted on NJDOC's Web site at <http://www.state.nj.us/corrections/pages/NJSA5216A.html>.

The responsibility for a timely submission rests with the applicant. NJDOC must receive one original and four copies of the completed application with all attachments no later than **4:00 p.m. on Monday, December 3, 2012** without exception. NJDOC will not accept and cannot evaluate for funding consideration an application received after this deadline.

One original and four copies of the application must be mailed or delivered to:

New Jersey Department of Corrections

Central Office Headquarters

Therese Matthews, Grants Manager

Whittlesey Road

P.O. Box 863

Trenton, NJ 08625-0863

Postmarks are not acceptable evidence of timely submission of the application; receipt by the due date and time is required. Applicants are strongly encouraged to hand-

deliver the application to the address above, send the application by Certified Mail, Return Receipt Requested, or arrange for delivery by an overnight delivery service, so as to ensure timely delivery and receipt of the application.

M. Panel Review and Award Process

The NJDOC will conduct an internal review of each grant application. A review panel will evaluate the applications in accordance with the selection criteria indicated on page 12. Applicants are reminded that the grants will be awarded through a competitive process. The NJDOC cannot fund all applications submitted.

The review of applications will occur from December 4 – 14, 2012. Successful applicants will be notified of subgrant award on or around Monday, December 17, 2012.

Notice of Grant Opportunity

Appendix

Proposal Forms

Community-Centered Responsible Fatherhood Ex-Prisoner Reentry

Pilot Project-

Employment Services for Reintegrating Offenders

NEW JERSEY DEPARTMENT OF CORRECTIONS

Employment Services for Reintegrating Offenders - Title Page

SECTION I:

TITLE OF NGO: Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project

DIVISION: Office of Policy and Planning

OFFICE: Grants Management Unit

PROGRAM REGION: _____

SECTION II:

CONTACT NAME: _____

COUNTY OF ORGANIZATION: _____

APPLICANT AGENCY: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PREVIOUS FUNDING: Agency received funding from the NJ Department of Corrections within the last two years of submission of this application.

YES ☐ NO ☐

PROJECT DIRECTOR (Please print or type name): _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL: _____

BUSINESS MANAGER: _____

PHONE NUMBER: _____

E-MAIL: _____

DURATION OF PROJECT: FROM: _____ TO: _____

TOTAL AMOUNT OF FUNDS REQUESTED: \$ _____

APPLICATION CERTIFICATION: *To the best of my knowledge and belief, the information contained in the application is true and correct. The document has been duly authorized by the governing body of this agency, and we will comply with the attached assurances if funding is awarded.*

SIGNATURE OF CHIEF EXECUTIVE OFFICER _____

TITLE _____

DATE _____

(Please print or type name) _____

***FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.**

SECTION III:

SEND OR DELIVER PROPOSALS TO:

APPLICATIONS MUST BE RECEIVED BY:

NEW JERSEY DEPARTMENT OF CORRECTIONS

4:00 pm on December 3, 2012

WHITTLESEY ROAD

ATTN: THERESE MATTHEWS, GRANTS MANAGER

P.O. BOX 863

TRENTON, NJ 08625-0863

NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.